

Enhancing Excellence in Teaching Program

Application Checklist

Applicant _____

Date of Review _____

✓ If Complete

Application for Funds Requirements

- ☐ Applicant Information Section
- ☐ Employment Information Section
 - ☐ Administrator or Designated Representative Signature
- ☐ Graduate Program Information Section
 - ☐ If Qualifying Category 4 – signed request from employing school
 - ☐ Program Chair/Designated Representative Signature
- ☐ Financial Request Section
- ☐ US Citizenship Attestation Section
- ☐ Applicant Signature Section

Additional Application Requirements

- ☐ Graduate Plan of Study
 - ☐ Candidate Information
 - ☐ Degree Program
- Coursework for degree program includes
- ☐ Course Number and Title (or “Elective”)
 - ☐ Number of credit hours
 - ☐ Semester and year to be taken, or when it was completed (Fall 09, Spring 10, Summer 11)

Reviewer Initials: _____

Please include the completed checklist with the reviewed application materials.

Comments:
